

**BOARD OF TRUSTEES**  
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Kim Markee, Clerk  
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**Gary Wall**  
Township Supervisor

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## MEMO

**To: The Honorable Waterford Township Board**  
**From: Gary Wall, Supervisor** *GW*  
**Date: November 21, 2022**  
**Re: Library Advisory Board – Reappoint J. Kohler, Appoint D. Sharp**

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I respectfully request the Township Board's approval for the reappointment of Waterford resident JoAnn Kohler, and the appointment of Waterford resident Dana Sharp to the Library Advisory Board for three-year terms January 1, 2023 - December 31, 2025. As you know, the Library Advisory Board is responsible for working with the Director to establish long-range planning and goal setting for the Township library operations.

Ms. Kohler has an extensive background in the field of Education and has already served one term on the Library Advisory Board. She has made important contributions in this role and expressed interest in being reappointed for another term to continue her service to the community.

Ms. Sharp is passionate about community and volunteering and would like to use her education and experience in business administration, marketing, and libraries to make meaningful contributions on Waterford's Library Advisory Board. I had the opportunity to meet with Dana personally and believe she will serve the community well in this role.

Both Ms. Kohler and Ms. Sharp express support, enthusiasm, and a commitment to helping steer the Library in a positive direction to provide a full-range of services to the community. They each bring unique insights and I feel confident their contributions will be to the benefit of the Library and the Waterford community as a whole.

Joan Rogers, Library Director also supports these recommendations.

Thank you for your consideration.

**With us there are no boundaries**

# Dana Sharp

| Waterford, MI 48328 |

## EDUCATION

**Bachelor's Degree, Business Administration**

*Auburn Hills, Baker College*

**Minor in Marketing**

-Board Secretary to President at Human Resources Club, SHRM Affiliate

-Fundraiser Committee Chairperson for P.O.W.E.R

-Human Resource Internship at Retail Network

-Non-Profit Administrative Internship at Play Place for Autism & Special Needs

**Library Technician Certification**

*Highland Lakes, Oakland Community College*

**Associates, Applied Science**

-Library Technician Internship at Rochester Hills Public Library

**Grievance Handler Certification**

*UAW Leadership Training Institute*

**Labor Law and Community Services Certifications**

*Walter & May Reuther Education Center*

## RELATED WORK EXPERIENCE

**UAW Contract Negotiator**

*UAW Local 155 for Faurecia*

-Advise and bargain initial 5-year contract including wages, benefits, and policies

**Grievance Handler/Secretary**

-Investigate and write grievances while interpreting contract and policies to represent UAW members

-Parliamentarian of UAW meetings according to Robert's Rules of Order

-Create a co-management/union employee bowling team and softball team

-Fundraising for the March of Dimes obtaining a match from Faurecia and nearby industrial buildings

**Circulation Assistant**

*Bloomfield Township Public Library*

-Work at circulation desk, checking materials in and out, processing fines and fees, and assisting patrons

## RELATED VOLUNTEER EXPERIENCE

**Event Coordinator PTA, Current**

*Knudsen Elementary, Waterford School District*

- Coordinate events like the Fun Run, Teacher Appreciation Week, Halloween Party, etc.

- Obtain business donations and sponsorships via letter, forms, and in person

-Write grants to making sure they do not interfere with other funding and school/district policies

-Attend Waterford School board meetings and share related information with the PTA

**Quarterly District Parent Council, Current**

-Represent Knudsen Elementary school in quarterly council sharing ideas and spreading positivity

**Diversity, Equity, and Inclusion Focus Group**

-Represent school as a parent advocate to discuss areas of improvement and successes in the schools

**Leader & Event Coordinator 2017 to 2020**

*Scouts BSA, Pack 61*

-Recruit and teach Lions to Tigers den of mixed group of girls and boys

-Organize Halloween Party, Blue & Gold Banquet, and events at senior living Cass Lake Inn

-Coordinate and secure popcorn fundraising booth at Hess Hathaway Parks Harvest Happening

-Organize outdoor Waterford Elementary Schools summer cleanups

-File paperwork for formal Scouts BSA awards

**Community Services Committee**

*Region 1 UAW*

-Utilize volunteers to manually push cockpits to prevent shut down at Faurecia losing \$1 mill per minute

**Library Volunteer**

*West Bloomfield Public Library/WACR Branch Library*

-Shelf read, shelve tax documents and binders, and gather and check in library materials